

**SECTION G: CONTRACT ADMINISTRATION DATA****G-1 PURCHASING OFFICE REPRESENTATIVE:**

Mr. Michael W. Knowles  
 Telephone No. 301-713-1354 ext. 197

**G-2 NOAA CONSTRUCTION REPRESENTATIVE (CONREP):**

To Be Determined at contract award

**G-3 CONTRACTOR REPRESENTATIVES AUTHORIZED TO SIGN DOCUMENTS**

Upon execution of the Contract, the Contractor shall provide a written list to the Contracting Officer which identifies those Contractor representatives who are authorized to sign written communication on behalf of the Contractor. The list shall specifically contain the following: (1) name of individual authorized to sign Contractor-generated technical data and Contractor management type documentation, and (2) type of documentation each individual is authorized to sign. Upon addition or deletion of one or more names, the list shall be revised accordingly.

**G-4 ELECTRONIC INFORMATION MANAGEMENT SYSTEM (APPLICABLE TO CLINS 0003 AND 0004 ONLY)**

The Government will operate and maintain a secure, Web-based information management system that will be used for the review of Contract Design and Detailed Design and Construction deliverables submitted by the Contractor in accordance with the CDRL, Attachment J-2. The Contractor shall utilize a reliable dedicated high speed Internet connection, T-1 or better, and upload all deliverables required under this contract to the electronic information management system.

All submittals, including drawings, reports and machine-produced listings shall include the following information:

- (a) The contract number, data item number and data item title. When multiple submissions are made under the same data item (such as drawings, purchase orders and test reports), a subtitle shall be used to further identify the content.
- (b) A list of all enclosures being submitted in the data package.
- (c) A revision letter or number and date shall be included to reflect the revision of any previously submitted document. The cover sheet shall provide a brief explanation of the reason for the change or a more detailed discussion shall be included in the content of the submittal.
- (d) Submittals requiring approval shall state: "This document requires Government approval." If approval has been granted, the approved version shall state: "This document has been reviewed and approved by the Government."
- (e) Incremental submittals and documents regarding recurring meetings or events shall

- identify the increment/event date (if not otherwise identified in the subtitle).
- (f) Distribution and quantity of copies being sent.

The Contractor must maintain scheduling data relating to the submission requirements of data items and, to the maximum extent possible, must ensure that actual deliveries are made on or before specified due dates. Submission criteria are usually based on key events that are known to both the Contractor and to Government personnel (such as contract award). The Contractor must alert the Contracting Officer and ConRep via email that a data item is available for review.

The Contractor must maintain internal quality control to ensure submittals are complete and adequate and should not rely on Government review comments to ensure the technical accuracy of data.

The approval time period for Government review, identified in the data requirements list, commences at receipt of the data by the Government agency responsible for providing approval.

In most cases, approval will be granted subject to resolution of issues raised by review comments. If all issues can be successfully resolved, the Contractor must correct and resubmit the data. In the event the Contractor disagrees with the intent of the review comments or is unable to comply with and/or resolve issues raised, the Contractor must submit correspondence explaining the disagreement and propose suitable alternatives with supporting rationale.